



City of Hermosa Beach
 1315 Valley Drive, Hermosa Beach, CA 90254
 310.318-0203 - Fax 310.372-6186
 Email: lcastillo@hermosabch.org



Received By: cc
 Referred To: Comptroller
 Date Referred: 2/14/17

Public Records Request

The City of Hermosa Beach encourages public participation in the governing process and provides reasonable accessibility to all public records except those documents which are exempt from disclosure by express provisions of law or considered confidential or privileged under the law. The City is under no obligation to respond to requests which are not focused or specific. The City may withhold documents which are exempt from disclosure under state or federal law, including the attorney—client privilege or any other applicable privilege. The City, in accordance with Government Code Section 6253(b), has ten (10) days to respond to any request for public documents by indicating whether or not the documents exist and will be made available. Actual production of the documents may take somewhat longer depending upon their ease of availability and staff workload. To assist us in providing a timely response to your request, please fill out the form below and indicate the specific record/document you wish to review.

Name (please print): <u>Janetta Wright</u>		Email: <u>jwrightrebuyer@gmail.com</u>	
Address:		Phone:	
City:		Fax:	

Record or Document Requested:

To assist the City with your request, please identify each requested record/document separately. Please be as specific as possible. Non specific inquiries may cause responses to be delayed or may prove to be burdensome and therefore the City may not be able to respond. (Additional sheets may be used) **Submit all requests to the City Clerk's Office.**

See attached

Photocopies are \$0.20 per page (Mailing fee, if applicable is \$3.00 plus postage). Fees must be paid before records are released.

I agree to pay all applicable fees and charges per the City Council Resolution of Fees for any copies I request of the above mentioned document. *Accepted method of payment:* Cash or check. Credit card accepted in person only.

Signature _____

Date _____

For Departmental Use Only:

Action Requested:

☐ Review Only
☐ Copies Requested

Action Taken:

☐ Document Reviewed
☐ Copies Provided
☐ Refusal/Reason _____

By _____ Date _____

☐ Non-Existent Document
☐ Other (Please Explain) _____

For City Clerk's Use Only:

Date Requestor Notified _____ Notified By: _____ Date Picked Up or Mailed _____

Freedom of Information Request Form

Requested By: Jeanetta Wright
P.O. Box 1085
Long Beach, CA 90801
(562) 850-6373
jwrightrebuyer@gmail.com

Date Requested: Friday, February 10, 2017

The following information is requested under the Freedom of Information Act

Description of Information Requested:

Residential code enforcement violations written between 01/01/2016 to 02/10/2017.

To Include:

- Residential Structures that are vacant and open to trespass.
- Residential Properties with grass or weeds in excess of city's height limit.
- Residential Structures without a current city certificate of occupancy.
- Residential Properties on the cities vacant property registry (if applicable).

By signing this document, we understand that the city may charge a fee for providing copies of the requested public records.

Signature of Requestor(s) Jeanetta Wright
P.O. Box 1085, Long Beach CA 90801
Date & Time Signed 02/10/2017 9:30AM

The information requested can be 1) Sent to the email provided above; 2) Or you can contact us at the phone numbers provided and we will pick up the documentation at the City Hall when it's ready or 3) You can mail it to the address that is listed above.